MEDICAID AND SCHOOLS DIRECT DATA ENTRY CMS-1500 TRAINING

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http://www.dmas.virginia.gov

Agenda

- ❑ DMAS Web Portal
  - Features
  - Registration
- ❑ Direct Data Entry
  - How to access
  - Creating and submitting claims
  - Creating Templates
- ❑ Helpful Tips and Resources

2

DMAS Web Portal

Secured Portal Features

- Claims Direct Data Entry
- Claims Status Inquiry
- Member Eligibility, Co-Pay Amounts and Member Service Limits
- Service Authorization Log
- Provider Payment History
- Provider Portal Secure Email
- Remittance Advices
- EHR Incentive Program
- Provider Enrollment
- Provider Maintenance
- Level of Care Review
- Pre-Admission Screening

3

Medicaid Web Portal Registration

https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/Webregistration

- First time users must
  - Establish a User ID
  - Establish a Password
- Registering establishes you as a staff member with administrative rights for the organization
- Assistance with registration or portal issues may be obtained at the Web Support Helpdesk
  - Phone: 866-352-0496
  - Hours: Monday-Friday from 8:00am-5:00pm

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4

Claims Direct Data Entry

- Claims DDE function is currently associated with the following types of claims:
  - Professional Claims (CMS-1500)
  - Professional Medicare Part B Crossover Claims (Title XVIII)
  - Institutional Claims (CMS-1450 {UB-04})
  - Institutional Medicare Part A Crossover Claims (CMS-1450 {UB-04})
- Primary Account Holder/Organization Administrator will need to assign roles to staff to access DDE
  - **Authorized Staff-Claims**
- Users will have the option to create separate claim forms for submission or save each claim as a separate template for future submissions

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5

Accessing Claims DDE

6

Claims Menu Access

Claims Main Page

Create a New Professional Claim
CMS-1500

Void/Replacement Claim

Submitter Information

Patient and Insured Information

Physician or Supplier Information

Service Line Item

Saved Service Line Items

Service Location and Attachments

Service Facility Location Information

Billing Provider Information

- From the Claims page, after entering all the required information, you can choose to
  - submit the claim by clicking on the 'Submit Claim' button,
  - Reset all the entered fields by clicking on the 'Reset' button or;
  - navigate to the 'Claims Main Page' by clicking on 'Cancel' button.

| Submit Claim | Reset | Cancel |

- After clicking on the 'Submit Claim' button, you will be transferred to the 'Claims Submitted Page' to view results.

19

Claim Submitted Page

20

Create a Professional Template
CMS-1500

21
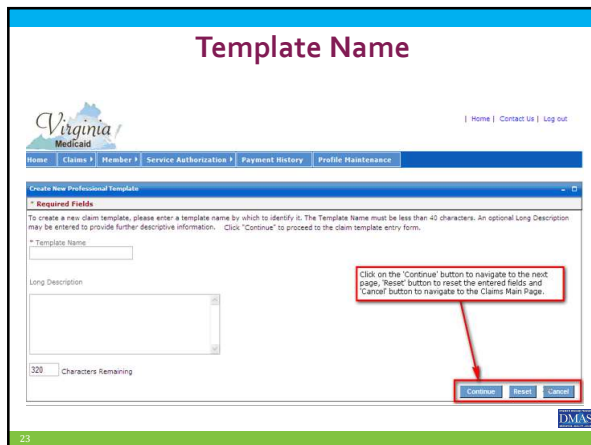
- After entering the required information, you can
  - navigate to the 'Create Professional Template – Template Name' page by clicking on the 'Continue' button
  - reset the entered fields by clicking on the 'Reset' button or;
  - navigate to the Claims Main Page by clicking on the 'Cancel' button.

- From this template page you can
  - save the template by clicking on 'Save Template' button
  - reset all the entered fields by clicking on the 'Reset' button or;
  - navigate to the 'Create New Professional Template' page by clicking on the 'Cancel' button.

Save Template   Reset   Cancel

Save Template

Virginia Medicaid

| Home | Claims ▸ | Member ▸ | Service Authorization ▸ | Payment History |

Save Template   – ☐

Template saved Successfully   Create Another Template   Claims Main Page

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DDE Tips

- Recommend using 6.0 or higher Internet Explorer
- Web-based cursor must be placed in correct location
- Templates limited to 100
- Be as specific as possible when naming templates- they are to be shared
- Data entry only-no edits

- Print or save confirmation- Claim Submitted Page
- You will not receive prompts to submit required Supplemental Data
- Don't worry about capitalization, punctuation, or symbols (except for TPL Supplemental Data)
- 3 year limit for adjustments and voids

DDE Resources
Web Support: 866-352-0496